

Brigade Policy Number 04-06

AFZN-BA-L

17 DEC 04

MEMORANDUM FOR 1st Brigade Combat Team

SUBJECT: Policy on Government Travel Charge Card – Authorized Use, PCS, Split Disbursement, Command Management

1. REFERENCES.

- a. DOD Financial Management Regulation (FMR), DOD 7000.14-R, Volume 9, Chapter 3 (August 2003)
- b. Memorandum, Commanding General, Fort Riley, 18 Sep 03, Subject: Commander's Policy on the Government Travel Charge Card- Responsibilities and Management.
- c. Memorandum, ASAFM&C, 21 Feb 03, Subject: Policies, Procedures and Responsibilities for the Army Travel Charge Card.
- d. Memorandum, Under Secretary of Defense, 20 Jun 03, Subject: Definition of Frequent Traveler Subject to Mandatory Use of Government Travel Charge Card.
- e. Memorandum, ASAFM&C, 7 Aug 03, Subject: Travel Card Program-Definition of Infrequent Traveler.
- f. Memorandum, FORSCOM, AFRM, 3 Apr 03, Subject: Implementing Instructions-Travel Charge Card.

2. PURPOSE. To establish policy and standards for the use and management of the government travel charge card.

3. APPLICABILITY. This policy applies to all members of the Devil Brigade.

4. GENERAL: The current definition of infrequent traveler is one who is projected to travel two (2) times per year or less.

a. All personnel assigned to this BDE who are projected to travel more than 2 times per year while in the performance of their assigned duties may be issued a government travel charge card (GTC). The GTC will be used for all expenses arising from official government travel (e.g., meals, lodging, transportation, and rental vehicles) unless otherwise exempted. Travelers will continue to purchase transportation services through our Commercial Travel Office using centrally billed accounts, rather than using the individual travel charge card.

b. Only Majors (O4) and above; Master Sergeants (E8) and above are authorized active GTC accounts. All other "frequent travelers" will have inactive accounts. The BDE/BN/DIR APC must activate their card prior to each period of TDY and inactivate the card upon return. Frequent travelers below O4/E8 will be authorized an active card if approved by the BDE Commander.

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1) Filing a late voucher will not be considered an acceptable reason for non-payment. Commanders, directors, and supervisors will ensure personnel are properly using the travel card and are promptly submitting payments.

2) This policy pertains to all members and family members of the 1st Brigade. All users are reminded that the government travel card is not to be used as a personal credit card, and will be used only for expenses related to official government travel. Payment is due in full according to the due date on the account-holder's individual billing statement. Personnel on long-term temporary duty (TDY) should submit interim settlement vouchers to meet this requirement (Encl.

3) Personnel found using the government travel card for unofficial and unauthorized purposes and/or are delinquent in repayment without valid reasons will be subject to administrative and/or disciplinary action as deemed appropriate. (Encl. 2)

c. Pursuant to the above references, it is the policy of this command that all members of Devil Brigade, are prohibited from using the Government Travel Card for PCS moves. Fort Riley provides all necessary military PCS pay entitlements and travel advances required for PCS expenses making use of the card unnecessary.

d. The split disbursement option is mandatory within the 1st Brigade. Split disbursement allows for the payment of official travel card expenses quickly. The payment is made 10-14 days faster than if the cardholder waits to receive payment on their settlement and then writes their own personal check to the travel card contractor.

5. RESPONSIBILITIES:

a.. Brigade Commanders, Battalion Commanders, Group Commanders will manage the travel charge card program for their respective command.

b. Activity Program Coordinators (APCs) will:

1) APCs will actively and aggressively manage the travel charge card program under their control.

2) Maintain a Statement of Understanding (SOU) and copy of each new card application for all personnel that are issued a GTC. SOUs will also be obtained from all incoming personnel already using or issued the GTC

3) Ensure that in and out processing procedures are in place to allow for proper transfer of accounts. Close accounts for members separating from service. Deactivate and transfer accounts of cardholders on a PCS.

4) Deactivate accounts for personnel who no longer qualify as Frequent Travelers.

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5) Provide cardholders with initial and annual refresher training on the requirements of the GTC program and individual responsibilities.

6) Maintain monthly oversight and GTC program management according to command inspection travel card checklist. Run monthly reports and review of transactions for ten percent of active cardholder accounts. Report all questionable transactions, or evidence of abuse to the cardholder's commander or supervisor for appropriate action. Maintain written documentation to support the completion of monthly review.

7) Use the Bank of America Electronic Account Ledger System (EAGLS) to produce reports, research accounts, and manage delinquencies.

c. All GTC cardholders must:

1) In process with their gaining APC within 15 days of reporting to the gaining unit. Sign a new Statement of Understanding (SOU) and adhere to all conditions outlined therein.

2) Use GTC for authorized travel expenses while on official TDY status. Personal use is prohibited.

3) Use Split-Disbursement option..

4) File interim vouchers every 30 days when TDY exceeds 45 days.

5) Out-process through their losing unit APC and provide a forwarding address. Use of GC for PCS or TDY en route travel expenses is prohibited.

6. Duty First!

//original signed//
BART HOWARD
COL, AR
Commanding